



California Emergency Management Agency
PUBLIC SAFETY AND VICTIM SERVICES DIVISION
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200



March 10, 2010

Elizabeth Nickels
Project Director
Building Futures with Women and Children
1395 Bancroft Avenue
San Leandro, CA 94577

SUBJECT: CAL-EMA SITE VISIT

GRANT #: DV09 09 1770

RECIPIENT NAME: BUILDING FUTURES WITH WOMEN AND CHILDREN

Dear Ms. Nickels:

This is to confirm my scheduled visit to your office on **Thursday, April 22nd and Friday, April 23rd, 2010**. According to Cal-EMA records Building Futures with Women and Children's last site visit was 2/22/2007. The site visit is designed to provide technical assistance and to review documents, requirements and project performance. The overall purpose is to assist you in achieving grant award objectives in a timely fashion. Enclosed is the Site Visit form we will be using throughout our visit.

Please have staff responsible for the preparation of OES Forms 201 and 223 and those staff responsible for oversight of grant-related activities available to meet with me during my visit.

I look forward to this visit and to having the opportunity to meet with you and your staff. Should you have any questions prior to this visit, please do not hesitate to contact me at (916) 324-9222 or at Joimeiko.Coulbourn@calema.ca.gov.

Sincerely,

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Attachment(s)